



### ACP Online Training Registration Process

The ACP offers an online training for those who are interested in becoming an ACP Application Assistant.

This training is for those who provide "counseling, referral, or other services" to victims of domestic violence, harassment/stalking or sexual offenses.

The ACP recommends this training for those who typically assist with safety planning, because the services provided by the ACP are intended to supplement an existing safety plan. The ACP alone is not a substitute for a comprehensive safety plan.

This training, including the course registration process, will take approximately one to one and a half hours to complete.

#### **Step One:**

Open and review the [Online Training Guide](#). You will need to contact the ACP prior to taking the online course. At one point in the registration process, you will be prompted to enter a registration code. You must contact the ACP by phone or e-mail in order to receive this code. The phone number to the ACP is (303) 866-2208 and the e-mail address is [acp@state.co.us](mailto:acp@state.co.us)

#### **Step Two:**

Complete and return the [Application Assistant Agreement](#). The training and registration process is not complete until ACP receives your signed agreement. Your Application Assistant Agreement can be faxed to the ACP at (303) 866-3946, scanned and e-mailed to [acp@state.co.us](mailto:acp@state.co.us) or sent by mail to: 1001 E. 62nd Ave., Denver, CO 80216.

#### **Step Three:**

Complete the online course registration and training modules.

#### **Step Four:**

The ACP will mail you a packet containing the program enrollment materials. The ACP will also send you a letter containing your registration number and information about accessing additional ACP materials from the website.